

30 July 2013

Dear Candidate,

Welcome to the NZOIA Alpine 1 assessment course. Please read the following information carefully.

**Dates, Times & Location**
The programme will run from the evening of Thursday 8th August until the late afternoon of Sunday 11th August 2013. Please meet your assessors at 7.30 pm on the Thursday night at the Outdoor Pursuits Centre office.

This is an introductory session to talk about the assessment and answer any questions. This time will also be used to test some theoretical knowledge and finalize teaching session topics.

**Assessors**

The assessor for the programme is:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Course Director | Second Assessor | Trainee Assessor |
| NamePhoneEmail |  |  |  |

**Food and Accommodation**

Accommodation for the first [Thursday] and third [Saturday] nights has been arranged for you. You will need to [give John your hut fees on arrival. It costs $20 for non-members, $10 for members per night.  **Please bring the exact amount in cash**] or [pay the lodge directly upon arrival]. The [hut/accommodation/lodge] has good cooking facilities, a fridge, hot showers, a wood stove and plenty of storage space. You will be camping on the second night but you will be able to leave your excess gear packed up neatly while you are away.

**OR**

It is your responsibility to arrange accommodation for yourself on the first [Thursday] and third [Saturday] nights. You will be camping on the second night.

Catering arrangements are your own responsibility. The lodge has cooking utensils and facilities, you will need to bring along enough food for the whole assessment. For the camping night, normal tramping food will be required – this is an opportunity to show what you know about camp cooking.

**Transport**

Transport during the course will be coordinated by the assessors depending on the needs of the programme. If personal vehicles are used during the programme, it is assumed that the other candidates will contribute to the running costs. You need to organise your own transport to and from the assessment. There is a list of candidates on the last page, should you wish to try and arrange some carpooling.

**Equipment & Maps**

You will need to supply all the personal gear that you would normally have for instructing in an alpine environment including extra gear for model students as listed below. The model students on Sunday will be given a gear list but it is a good idea to have a few spare jerseys and the like in case their clothing is inadequate.

You will be using various venues in the area. The maps you need are for the Turoa ski area on the first two days and Whakapapa for the student day. Please bring maps with you, and consider bringing extra copies for your model students.

**Model Students**

Generally students on assessments are at various skill and confidence levels. It is your job to provide a safe and educational experience for them during the client day. We will arrange that they bring their basic personal clothing and wet weather gear. You should however bring any additional gear you would take with you whilst leading a small group for a day mountain experience. This should include some extra warm clothing and 3 extra helmets, ice axes and sun glasses/goggles. The course will run almost regardless of the weather. We recommend you bring enough gear along to ensure you and the students are comfortable.

**Programme**

Please look at the following topics and do sufficient homework to present something informative, factual and entertaining. Topics will be drawn randomly and at some stage over the first 2 days you will be asked to give a 5-10 minute presentation on one of these:

1. Flora and fauna in the Tongariro National Park
2. Geology of the Tongariro National Park
3. Maori legends of the Tongariro area
4. Role of national (non-government) organisations in the New Zealand mountains
5. Role of DOC in the NZ mountains
6. Alpine cooking
7. Environmental Care Code or Leave No Trace
8. Clothing fabrics available in NZ for the alpine environment
9. Local history
10. Typical weather trends in the North Island mountains

Secondly during the model student day you will need to be prepared to give instruction to a group of students on a topic *relevant to the day*. For example, map reading skills, route finding, weather, environmental care. Instruction time will be approximately 20 minutes. You may be allocated an area of instruction in consultation with the assessors on the Saturday night.

The assessment will follow a format similar to what is outlined below. Changes may be made depending on circumstances at the time of assessment.

|  |  |  |  |
| --- | --- | --- | --- |
| Thursday | Friday | Saturday | Sunday |
| 7.30 pm - Introductions, outline assessment objectives, written assignments, theory test, teaching session topics finalized | -personal skills as per syllabus-anchor construction-step cutting-navigation and leadership-**overnight camp for one night.** | -technical skills-travel on steep ground-rope work-teaching skills as per the syllabus-avalanche rescue scenarios-transceiver search-emergency shelters-preparation for students | -**Meet students at** **8.30am at the DoC Visitor Centre, Whakapapa.**Inspirational quality experience (group management and instructional skills)-Approx 3 pm - debrief |

**Other Information**

Copies of the feedback methods used on assessment, as well as the Assessment Process document have been attached to this letter.

You should already be familiar with the Alpine 1 Syllabus, this can be accessed from the website www.nzoia.org.nz/qualifications/alpine. Feedback from past assessments strongly emphasise the value of training.

**Candidate Contacts**

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| --- | --- | --- | --- |
| **Candidate Name** | **Location** | **Email** | **Phone** |
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**Fees**

The course fee covers less than 50% of the costs to run the assessment scheme.

This includes:
 (1) Assessors fees, and expenses of travel to the assessment venue, food and accommodation.
 (2) Organisational and administrative costs.
 (3) Operational costs of the Technical Sub Committee - the group responsible for monitoring,
 developing and managing the qualification scheme.
NZOIA absorbs over 50% of the assessment scheme costs. This is achieved through significant effort being invested by the executive committee to reduce costs and access funding from organisations such as Sport NZ and Water Safety NZ.

When a participant withdraws from a course:

* Six weeks or more before the course date, being the application closing date, NZOIA will reimburse the course fee in full or will permit the fee to be transferred to another course.
* After the closing date of the course, the fee is non-refundable. It is transferable under exceptional circumstances (e.g. bereavement, medical reasons), medical certificates/other evidence may be required.

All the best for your assessment. Should you have any queries please contact myself or the course director.

Kind Regards

**Programme and Membership Manager**

03 539 0509

admin@nzoia.org.nz